

28 July 2021

Request under The Freedom Of Information (Scotland) Act 2002

Thank you for your Freedom of Information request dated 14 July 2021, in which you requested the following:

1. Please send me all policy documents which inform/ govern/ guide the way your organisation handles media requests and the publication of information. Please include all such documents which mention the Scottish Government, ministers or Scottish Government departments.
2. Please also send me any emails, minutes, memos and documents which update that policy or affect the way it is implemented which have been sent from the Scottish Government to your organisation or from your organisation to the Scottish Government since January 1 2020.

I have considered your request, and can respond as follows:

1. We have a Freedom of Information Policy which is adopted from the Scottish Information Commissioner's Model Publication Policy. This can be viewed on our website: <https://www.visitscotland.org/about-us/our-policies/freedom-of-information>
2. This Freedom of Information Policy was updated in November 2018. No communication, minutes or correspondence which update that policy or affect the way it is implemented have been sent from the Scottish Government to VisitScotland in the period since January 1 2020.

We hope this information is helpful to you. If, however, you are not satisfied with our response or the manner in which we have dealt with your application, you may in the first instance contact our Chief Executive, Malcolm Roughead, whose contact details are set out below:

Mr Malcolm Roughead
Chief Executive
VisitScotland
Ocean Point One
94 Ocean Drive
Edinburgh, EH6 6JH
Telephone: 0131 472 2201
Fax: 0131 472 2223
E-mail: malcolm.roughead@visitscotland.com

If you wish to request a review of your application under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, your request should be submitted to us in writing, or another permanent format (for example e-mail or voice recording), and be received by us within 40 days of the date of this letter. Any request for a review should also set out, in as much detail as possible, the reasons why you are not satisfied with our

response or the manner in which we have dealt with your application.

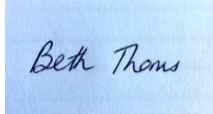
If you are still not satisfied with our handling of your application after we have responded to your request for a review, you have a right to apply to the Scottish Information Commissioner for a decision on whether we have dealt with your request in accordance with the Act.

The Scottish Information Commissioner may be contacted at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews, Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
E-mail: enquiries@itspublicknowledge.info

You also have the right to appeal to the Court of Session in Scotland on a point of law concerning our response.

Yours sincerely,

A blue rectangular box containing a handwritten signature in cursive script that reads "Beth Thoms".

Beth Thoms
Government and Parliamentary Affairs Executive
VisitScotland